

<b>Process Name:</b> Payroll	<b>Process Identifier:</b> PY
<b>Sub-Process Name:</b> Special Run	<b>Sub-Process Identifier:</b> PY-6
<b>Sub-Process Purpose and Objectives:</b> The special run is intended to perform payroll calculations for employees that were not included in the initial calculation and certain other types of payroll transactions.	
<b>Sub-Process Description:</b> The special run processes the following types of payroll transactions: <ul style="list-style-type: none"><li>• New Employees – new employees that are added after the payroll calculation.</li><li>• Timesheet Approval – Timesheets that have been approved since the calculation</li><li>• Lump Sum Payments – Payments of terminal leave for employees that elect to be paid their terminal leave in a lump sum</li><li>• Reissue – Reissue of cancelled checks and direct deposits</li><li>• Supplemental Data – Additional payroll corrections, including prior period adjustments</li><li>• Longevity data – Corrections to longevity payments</li></ul> <p>Data is edited and processed through the special run. Payroll reports are reviewed and approved by agencies and personnel and forwarded to payroll for audit retention. Checks and deposit advices are distributed as follows:</p> <ul style="list-style-type: none"><li>• Deposit advices that do not involve the reissue of a check are distributed to the employee</li><li>• Special run checks that are not re-issues are distributed to the employee</li><li>• Re-issued checks are held until the original check or direct deposit is returned and then distributed to the employee via the agency</li></ul> <p>Tax data is combined with data from other payroll runs, and the information is provided to Treasury for payment to the IRS in the Tax Reporting sub-process</p>	

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<b>Sub-Process Trigger(s):</b> <ul style="list-style-type: none"><li>• New employees since payroll calculation</li><li>• Additional timesheets have been approved</li><li>• Lump sum terminal leave</li><li>• Reissue requests</li><li>• Supplemental requests</li><li>• Longevity adjustments</li></ul>		<b>Key Sub-Process Participants:</b> <ul style="list-style-type: none"><li>• Personnel</li><li>• Employee</li><li>• Agencies</li><li>• Payroll</li></ul>	
<b>Inputs:</b>			
<b>Input</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Suppliers</b>
Cancellation/reissue requests	Paper	15/pay period	Agency
Supplemental data	Paper	<ul style="list-style-type: none"><li>• Terminal lump sum pmt – 90/pay period</li><li>• Deceased employee pmt – 5/ pay period</li><li>• Prior warrant adv – 25/ pay period</li><li>• Manual longevity pmts – 60/ pay period</li><li>• Salary adj – 25/ pay period</li><li>• Overtime – 20</li><li>• Misc – 15/ pay period</li></ul>	Agency
Time data for timesheets approved since calculation	File from DCS	50/pay period	Time entry - DCS

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<b>Outputs:</b>			
<b>Output</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Recipients</b>
Paychecks	Paper check	32/pay period	Employee
Direct deposits	File	283/pay period	Bank
Deposit advice	Paper deposit advice	283/pay period	Employee
<b>Performance Measures Tracked:</b>			
<b>Measure</b>	<b>Approx. Value</b>		<b>Target Value</b>
Direct deposit participation	90%		90%
<b>Laws, Regulations, and Policies That Govern Sub-Process:</b>			
<ul style="list-style-type: none"> <li>• FLSA</li> <li>• 99 year retention of records</li> <li>• Payroll must be approved by Personnel Commissioner</li> </ul>			
<b>Current Sub-Process Issues/Problems:</b>			
All deductions are not taken on special runs			
<b>Improvement Opportunities:</b>			
<b>Opportunity</b> <i>Merge cells to link one Opportunity to multiple impacts)</i>	<b>Organizational Impacts</b> <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>		
Calculate deductions correctly as deductions are currently not taken on special runs	Avoid possible legal issues		C
Automation of non-standard longevity processing	Provide for automation of longevity date adjustments, thus eliminating manual adjustments		C
<b>Applications that Support the Sub-process</b>			

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<b>Application Name(s)</b> <i>(Internal name and vendor's name)</i>	<b>Technology Description</b> <i>(Programming vendor, language, platform, database, etc.)</i>
SEIS	See PY-1



